

# LOS MEDANOS COLLEGE

Admissions and Records

DATE: August 20, 2021  
TO: All Faculty Teaching Fall 2021 Courses  
FROM: Rikki Hall-Director of Admissions & Records

Welcome to the Fall 2021 semester. This memo will cover Fall 2021 instructions to assist students with registering in your classes, posting your grades, and other essential information related to Admissions and Records. **This memo changes every semester**, so please be sure you read it and contact us by phone at (925) 473-7500 or email at [admissions@losmedanos.edu](mailto:admissions@losmedanos.edu) if you have any questions.

## Multi-Purpose Roster

To access your roster and other forms, login to InSite, click on the red “Classes” tile. From the drop-down menu, click “Multi-Purpose Roster”. Manage your courses by selecting a section. On the “Section Details” page there is a link for: Deadline Dates, Waitlisted Students, and Dropped Students. On the same page there are tabs for each key function: Roster, Grading and Permissions.

- **Roster Tab:** Provides a list of students registered for your class, their Student ID, major, and email address. Email your entire class, print, or export the roster to Excel from this tab.
- **Grading Tab:** Drop students and post final grades in this tab. When dropping students, you can select “Never Attended” or enter the “Last Date of Attendance”. Once it is time to enter your final grades, you will enter them on this screen by using the drop-down arrow to select the grade for each student enrolled in your course. If you are assigning an Incomplete, you will also enter the expiration date.
- **Permissions Tab:** Authorize students for late registration into your class through Add Authorization. This replaced the Late Add Code process. See instructions below.

## Late Add Authorization Process

To authorize a student for late registration into your class, login to InSite and follow the process above for accessing your Rosters. Click on the Permissions tab. Click on the box Add Authorization; enter the Student’s ID number in the search text box or search by student last name, first name. Once results are displayed, click on the student’s name you would like to grant authorization to add. A pop-up box confirming your selection will appear to ask, “Do you want to grant an Add Authorization for <student name>?” Click “Ok” to confirm your selection. Next, you will see the student’s name, ID number, Status Date, and Status in the Student Add Authorization box (the authorization codes are not shown after they have been assigned to a student). The status column will indicate when the student has registered. **Important:** Add authorizations become **active** on the first day the course begins. If add authorizations are assigned by the instructor prior to the first day your course begins, the student will not be able to register until the first day.

The student receives an email once the course add authorization has been completed by the instructor. The course will also show a message on the student’s educational plan through InSite

of “Authorized for Add” beneath the section information. Students may only add courses once add authorizations become **active** on the first day the course begins after assignment is granted by the instructor. If add authorizations are assigned by the instructor prior to the first day your course begins, the student will not be able to register until the first day.

Faculty may also revoke the Late Add Authorization on the same screen. Once revoked, the add authorization is unable to be used.

Assigned add authorizations must be used by students to complete registration within the first two weeks of the term as they **expire** at 11:59 p.m. on the last day to add.

### Opening Rosters

At midnight, the night before your class begins, InSite will send you an email with your course roster. If you do not receive this roster, you can obtain your rosters and waitlists through InSite using the “Classes” tile.

### Census Day and Electronic Processing of Census Rosters

**Census Rosters:** An email will be sent to you when your census roster is ready to be completed. The link to access your roster is located in the red “LMC Faculty Forms” tile in InSite but will also be sent to you in the email memo.

Please note your census roster will only become active on your census date and the fields will not populate before it is time to complete the roster. The census roster is a record of who was in attendance on census date.

On the census date, the district takes a snapshot of all the students registered in classes. The state funds the district based on a formula (FTES). For Fall 2021, weekly census courses, the census date is September 7, 2021. For short-term classes, the census date is the 20% point of the class and will show on your InSite roster. **Please be aware that the state requires faculty to drop students who were no-shows, therefore the return of the census roster is mandatory.** A&R will contact you and your dean if you do not return your census roster on time. Even if you are not dropping students, you must return your signed census roster.

Your signature on your census roster indicates the roster is correct as indicated—unless you note otherwise.

**NOTE:** A&R will only distribute census rosters for weekly and daily census classes. Positive attendance classes will not receive census rosters; however, faculty still need to drop their no-show students. If you need help accessing a roster to drop your no shows, please let us know.

### Attendance Accounting

The method of attendance accounting of individual courses varies according to the class meeting schedule. It is important to understand the type of class you are teaching.

#### Weekly Census

Semester length classes with regularly scheduled hours  
(most full-term classes fall under weekly census).

#### Daily Census

Short-term classes with regularly scheduled class

Positive Attendance

meetings  
Classes with lab hours, irregularly scheduled class meeting days, or classes that meet less than 5 days

**Student Email**

All students are assigned an @insite.4cd.edu email account once they have applied to the college. This email address will be listed on your faculty rosters. All college communications are sent through this email account. Please share this information with your students and reinforce the necessity to check student email regularly. Students may forward emails to their personal account and enroll to receive a text message when they receive an email.

**Enrollment**

All students attending classes must be enrolled. Students can enroll via InSite by using the Plan-Progress tile. Only official enrollment produces funding (FTES) for the college. **Auditing of classes is not allowed.**

If students are attending your class and do not appear on your class roster, they are **NOT** permitted to stay in class. Once they have officially registered, they will appear on your roster. It is **your responsibility** to ensure that every student attending your class is properly registered. This must be done by the end of the late registration period. The last date to add is indicated on the Deadline Dates link on your Multi-Purpose roster.

**Late Add Petitions**

If the student has not registered using the assigned add authorization by the last date to add, they will need to complete an electronic Late Add Petition using the “LMC Student Forms” tile on InSite and submit the form to you for electronic signature. Only students who are in attendance **prior** to census will be approved for Late Add Petitions. Faculty must indicate the student’s first date of attendance along with your approval and a brief explanation or rationale for your decision. The form will be routed to Admissions & Records for approval and processing. The student has **5 working days** from the course census date to complete this procedure, or they will not be allowed to enroll (for full-term courses this extended date is September 14, 2021).

**IMPORTANT:** Students must add your class by the posted last day to add. The ability to register using a Late Add Petition is only for special circumstances.

Please adhere to all posted deadlines and check your InSite roster before census date to ensure all students attending your classes are on the roster, properly enrolled.

**Drops - Withdrawals - No Shows**

While it is the student’s responsibility to drop courses officially through InSite, instructors **must** drop students who never show up per Title 5. Faculty may also drop students throughout the term if the student stops attending classes. If you do not drop a student and they do not drop themselves, you will need to give the student a grade at the end of the course.

If you drop a student who later returns, you may reinstate the student at your discretion if you feel it is appropriate. Reinstates must be processed by the time you post your final grades. Reinstatement forms are available electronically in the red “LMC Faculty Forms” tile through InSite.

**NOTE:** Please be aware of your drop dates. Students have until the last day before census to drop with no “W” on their record to drop courses using InSite. These dates are listed on your InSite rosters and the website for full-term classes.

## Grade Types

LMC offers courses with three different grade types:

1. Pass/No Pass (P/NP/SP) Solely for a pass or no-pass grade (SP-noncredit only)
2. Letter Grade (LR) Solely for a letter grade (A - F)
3. Student Choice (SC) Student may choose to take the course for either pass/no pass or a letter grade

The grade type of every course section is identified on the upper left side of rosters.

Courses offered as pass/no pass (P/NP) only or those that allow the student choice (SC) are identified in the course description section of the College Catalog and Schedule of Classes. Students must submit a petition to choose the P/NP option electronically through the InSite LMC Student Forms tile by the 30% point for all classes. An A, B or C is equivalent to a pass (P) grade, and a D or F is equivalent to a no pass (NP) grade. The P/NP option does not mean the student does not have to perform the work in the class; it merely is a different grading option.

Note that for student choice (SC) sections, you will assign letter grades (A - F) on InSite and the system will make the conversion to P/NP as appropriate.

## Final Grade Assignment

After the last day to drop with a “W”, all students on the final grade roster must receive a letter grade of A, B, C, D, F or P/NP/SP. Students may **not** be dropped on the final grade roster. Submit final grades through InSite within **three business days** from the end of the term. For short-term classes, this would be **three business days** from the last day of your class.

## Positive Attendance

If you are required to post positive attendance hours, you must collect the actual hours of attendance for each student. Once you have submitted your positive attendance hours through the InSite “Classes” tile at the end of your class, you will need to submit a printed or PDF electronic version of each screen; sign and date and submit these forms to A&R by the grade submission deadline. Electronic signatures are accepted. These rosters are mandatory for us to receive as documentation of your positive attendance hours.

## Incomplete Grades

An 'I' (Incomplete) may be given in lieu of a grade if there are incomplete assignments, projects or tests, as a result of an unforeseen emergency beyond the control of the student toward the end of a semester. Students have up to one year to complete the coursework in order to receive a grade. Incomplete Grade Contracts are required for all incomplete grades issued and are located in the red “LMC Faculty Forms” tile. Please note that the grade verification process runs overnight. This means you will not be able to submit your Incomplete Grade Contract until **one day** after the incomplete grade is submitted to permit the electronic form to recognize the verified incomplete grade. In addition, your student(s) cannot re-enroll in a course in which they receive an "I" or incomplete and they cannot continue to the next level course in a series (MATH-155 to

MATH-210 for example) until a grade (A, B or C) has been submitted.

If the student does nothing to complete the course within the year timeframe (or timeframe you select at grading), the grade you have assigned at the completion of the course (IB, IC, ID, IF) will automatically convert on the student's record (B, C, D, F). You must also assign an "expiration date" to every Incomplete. On the date you enter, the grade automatically converts if the student does nothing to complete the work. If no expiration date is entered, the grade will automatically convert overnight during the grade verification process. When you post the incomplete grade, you will receive an email with a reminder to submit the Incomplete Grade Contract which will need to be completed the **following day** after the grade verification process is complete.

When assigning an incomplete grade, instructors must file an Incomplete Grade Contract electronically by using the red "LMC Faculty Forms" tile in InSite stating the requirements for completion of the course. On the Incomplete Grade Contract, you must provide an explanation as to what situation warranted the incomplete and list the work to be completed. The student also needs to sign the form electronically. If the student is not available to sign the Incomplete Grade Contract, you must attach an email from the student requesting the incomplete. Under no circumstances can you assign an incomplete grade without communication from the student. Once the form is completed the routing will be directed automatically to obtain your dean's signature. You may print or save a PDF copy of the submitted form for your records.

Once the student has completed the course, you will complete a Grade Change Request form using the red "LMC Faculty Forms" tile in InSite and indicate "completed work" as your reason for grade change.

### **Grade Changes**

If you find you made a mistake while entering your final grades, you will need to file a Grade Change Request Form. The form must be submitted electronically using the red "LMC Faculty Forms" tile through InSite by the instructor of record. The instructor will complete the form and submit the electronic form to their dean for signature. The Dean returns the form electronically to the Director of A&R for signature and to A&R staff for processing. The legal language regarding grade changes is as follows:

***"The grade given to each student shall be the grade determined by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final" (Ed. Code § 76224).*** You must indicate the actual reason for the grade change rather than just indicate instructor error. Please indicate if you made a clerical or calculation error, missed an assignment, or whatever the actual reason the grade change is being generated. You cannot list "student made up work" as the reason for the grade change listed on a grade change form.

### **FERPA – Family Educational Rights and Privacy Act**

Contra Costa Community College District complies with the FERPA regulations which require us to ask for written consent before disclosing a student's personally identifiable information. It also allows us to take key steps to maintain campus safety. FERPA guidelines allow a school official to disclose (without student consent) education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. Directory information may be released without the written consent of the student unless they have

requested privacy. If the student requested privacy, nothing is allowed to be released unless it is a health and safety emergency, or the student signs a release. **NOTE:** If you have high school students in your classes, you may not provide any information to parents about their students without written permission by the student.

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